



Colorado Department of Personnel & Administration

Division of Information Technology

EMPL Retirement

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these projects contact:

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Projects to Retire EMPL

DPA is progressing on two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

The earliest possible transition to a new system is the spring of 2005. The specific schedule is still to be determined.

Converting from EMPL to CPPS

The technical team is working on designing and building the system changes to meet the requirements identified by the user groups, including the programs to accomplish mass actions.

Other project teams are working on documentation, system security, and test plans. User testing is expected to start in February. A number of people have volunteered for the testing team. To volunteer contact Valerie Klemme at (303) 866-3129 or Valerie.Klemme@state.co.us.

There is now a moratorium on programming changes to EMPL. Only changes truly essential to State business will be accepted. Requests will be evaluated on a case-by-case basis.

The section below called "New Features and Changes" has announcements of changes coming in the system.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is in the procurement phase for the required software. The selection committee has completed their evaluation and made their recommendation. Upon final approval, the contract process will begin and is expected to be completed in 45 days or less.

The HRDW data model is under development and progressing well. The first cut should be completed in the next several weeks.

The results of the questionnaire that was distributed in early November have been compiled and the responses are being evaluated. The results are fairly consistent across the agencies and for the initial implementation of the HRDW we expect to provide a set of 10-12 basic reports pulled from EMPL data. The reports will be, most likely, the same set of reports that are currently available in Document Direct but with some value added in the form of parameterization and output options. The following list is what is currently available but is subject to revision as we continue to analyze the responses.

ALPHA1N – List of employees by Agency, Employee Name
CLASSORT – Listing of Position in agency by Class
EMPSTAT – List of non-certified employees and when certification is due
ETHNIC – List of employees with an ethnic code of zero
ORGUNIT1 – Position status report by agency & org unit
POSTAT1 – Position status report by agency & position number
TEMPEXG1 – List of temporary employees with an expiration date
LWOPSTD – List of employees on LWOP or STD
SAVEPAY2 – Employees with a save-pay date by department

There will also be a parameter-driven Employee History report and several other reports have been identified as possibilities.

Additionally, the EMPL file extracts that you currently receive will be redeveloped and be accessible through the reporting system.

We will keep you informed as we arrive at the final list for the initial implementation.

Please contact paula.amelon@state.co.us if you have any questions or concerns.

New Features and Changes

As changes are made and tested in the system they will be scheduled for release into production. The latest release included customizations made for the conversion and a new upgrade from the vendor that added features to the personnel update workflow. A complete list of the changes announced to date can be found at <http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm>

Workflow Changes for Personnel Update Transactions 1 and 2

The system vendor, Integral, has added a Personnel Workflow Request menu to simplify certain processes by automatically populating select fields to save data entry. The menu is accessed from the New Hire Workflow (001) or Action Change Workflow (002) transactions on the Personnel Update Menu. The Workflow menu has choices for New Hire, Separation, Rehire, and Change workflows. The Change workflow is the same as before in that it does not automatically populate fields; it only chains to select screens. The other three automatically populate fields and chain to select screens.

Questions & Answers

For questions or comments about these projects please feel free to contact any of the four people listed in the left column on the first page. With permission we may share your questions and the answers in this section in future editions.

We received a question from the Department of Human Services regarding training locations. The response was that we expect to conduct training at several locations around the state, including the Colorado Springs – Pueblo area. We will be looking for training sites with computers that can connect to the data center in order to do hands-on training.